

## Chadlington Parish Council – Allotment Waiting List Policy

Adopted by Chadlington Parish Council on XXXX

### **Introduction**

Chadlington Parish Council runs a waiting list to log the people who are interested in becoming an allotment holder during periods when no plot is immediately available.

### **Placement on the list**

Requesters are placed on the waiting list by date order of request, and move up the list as plots are offered to those above them.

Name, address and contact details are logged on the waiting list. It is the responsibility of requesters to ensure that Chadlington Parish Council has their up-to-date contact information.

### **Plot Offers**

When a plot becomes vacant the first person on the waiting who is a Chadlington resident will be offered the plot.

If they do not respond to the offer within 14 days, or if they do not want the plot, the next Chadlington resident will be offered the plot. In no Chadlington resident wants the plot, it will be offered in turn to non-Chadlington residents.

If no response has been received from an offer within 14 days, the person will be removed from the waiting list.

If the person offered the plot does not want it, they will be removed from the list.

If the person wishes to be eligible for a plot in the future, they can request to be added to the waiting list again, with a new request date.